

19 February 1981

MEMORANDUM FOR: Chief, Configuration and Environmental
Management Branch, ED/ODP

FROM STATINTL: [REDACTED]
Policy and Plans Group,
Management Staff, ODP

SUBJECT : Standardization of Vendor Names Used with
the TRACK Database

1. Attached is a list of standardized vendor names that we request be used with the TRACK database. This standardization will allow us to produce accurate procurement related reports. These reports are now being used by Management Staff and the Director of Data Processing.

2. I have already modified the entries in the database to correspond with the standardized list. We would appreciate if you would use these vendor names with new vendor actions. Please note that all periods and commas have been deleted for simplicity. If there are any questions or problems, please call me on [REDACTED]

STATINTL

Att: a/s

ODP/MS/JS:js/[REDACTED](19Feb81)(stand-ven)

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